

SECRET**CIA ARCHIVES AND RECORDS CENTER**

11 October 1968

MEMORANDUM FOR: Chief, Records Administration Branch**SUBJECT : Proposal for an Agency Archives**

It is absolutely necessary that official approval be obtained from the Director to establish and operate an Archives for CIA. Along with this approval, the necessary authority commensurate with the responsibility must be delegated.

The Agency Records Center is fast running out of available storage space. One of the reasons for this is that approximately 10% of the records received each year are permanent, archival type records that can never be destroyed. All other departments and agencies of the Federal Government send their records of this type to the National Archives. CIA cannot or should not do this, since the Director is required by Public Law to protect the methods and sources of Intelligence from unauthorized disclosure. The CIA Archives would be operated along the same lines as the National Archives and would have to observe the same principles, i.e.: restrictions as to use, as established by the retiring office, would be observed, and unauthorized persons would not have access to the records. It is for this same reason that CIA operates its own Records Center.

The basic reason that it is so important that an Archives be approved and established at this time is as follows: Instructions have been issued to all organizational elements to purge their records holdings at the Records Center of all useless records. This is good except for one fact, and this is: Operations personnel value records only for the use they can be to them, in their current operations. They do not consider the historical value to the Agency nor the United States. Most of them are not aware that there is a Public Law (754) requiring that certain records be preserved and not destroyed. I have sent you numerous examples of cases where the offices are telling me to destroy records that we are legally required to keep. More examples are arising each day as the purge goes on. This must be brought to the Director's attention so that he can make the decision to either disregard the Law or make provisions to protect the historical records that the Law requires be preserved.

Since I am sure that he wants to observe the Law, I will outline the minimum basic requirements for an Archives as I, from experience, see it:

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there must be adequate space, T/O, and funds. The initial amount of space should provide for the storage of 30,000 cu. ft. of records under temperature and humidity controlled conditions, and should provide for adequate working and research area. (Archival records are retained for their research value.) The initial T/O should provide for a minimum of 2 employees for each Directorate of the Agency. (A total of 12, including the Archivist and a secretary.) The grades of the personnel should be established by the Office of Personnel using CSC standards. The Archivists' grade should be sufficient to command the administrative respect of the personnel in the Agency. The only funds needed for the operation of the Archives, once the space and equipment has been provided, would be for payment of salaries and small routine administrative supplies.

Once again, I state that this is absolutely necessary and imperative, because daily the history available to the Agency and the United States is illegally going up in smoke. I know that this is not a willful disregard for the law, but only a desire to make space available in the CIA Records Center (a place to store old records until they can be destroyed).

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Chief

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